

Guest Speaker Written Confirmation Form

Thank for agreeing to come to our TLC (Technology, Life & Careers) class. In this class we provide an opportunity for exploration of a variety of careers and interest areas for all 7th grade students. We are anxious to help our students understand the application of the curriculum and skills they learn in school to the world of work. We appreciate your willingness to help us add insight and relevance to our class. We have provided information to you to help you make this experience a meaningful learning experience for our students.

Presentation Schedule

Date of Presentation: _____ Time of Presentation: Begin _____ End _____

School Name and Address: _____

Room Number: _____ School Telephone Number: _____

Please park in the visitors' designated stall located at: _____

Presentation Details

In an educational setting, students retain information better if they are actively involved throughout the presentation. Your presentation may include active demonstration, group activities, display of tools or products from your workplace or video clips, etc.

If your activity or demonstration requires AV equipment, TV, VCR, overhead projector, table for demonstration, etc. please contact me so, I can make arrangements.

During your presentation please address the following:

1. Introduce yourself, job title, and company name.
2. Describe your current job responsibilities. Students need to know the FUN and NOT so fun aspects of your current career choice.
3. Include the education needed or helpful for this type of career choice.
4. Discuss how technology is used in your workplace. Indicate the use of computers, calculators, e-mail, machines, etc.
5. Help connect learning in school (math, science, English, etc.) with applications in your career.

Thank you again for your willingness to be a guest speaker in the TLC class. I am looking forward to hosting you in our class. Please contact me if you have any questions or concerns.

TLC Teacher Name: _____ Phone: _____
School Name _____ FAX: _____
E-mail Address _____